

Design Build Materials Documentation Reviews

Policy

The Design Builder shall make regular documentation reviews to ensure that all materials documentation and certifications are complete prior to the material being installed. WSDOT project office personnel will audit the Design Builders documentation reviews for conformance to the contract provisions.

WSDOT will perform formal materials documentation reviews at approximately 25% and 75% completion of construction. Items to be reviewed are randomly selected by the documentation reviewer. These reviews are to ensure the Design-Builder is maintaining all the necessary materials documentation and records. A separate review will be performed at the completion of the project to review all materials documentation.

In addition to the formal reviews, WSDOT on-site personnel will perform materials documentation checks. Examples of these checks include materials approval, materials acceptance, and field verification that the approved material was placed.

The Design-Builder shall submit a final materials certification package to WSDOT. This package shall include the materials checklist found in the Construction Manual, and all necessary supporting documentation. This documentation shall consist of a summary of all documentation practices utilized for material acceptance and an explanation of any deficiencies noted on the checklist. The summary should be organized in the order similar to Division 9 of the Standard Specifications for Road, Bridge, and Municipal Construction.

The Design-Builder will also submit to WSDOT the final materials records, temporary final records, and final record book 1 as defined in Chapter 10-3 of the Construction Manual. The temporary final records are comprised of all relevant materials records not included in the final records. Copies of these records must be submitted to WSDOT to be retained for a 7-year period following acceptance of the project as required by RCW 40.14. All of these records shall be submitted to WSDOT within 90 days of physical completion.

Discussion

These documentation reviews are being performed to ensure the Design-Builder is maintaining all the necessary materials documentation and records. The federal regulations require that for each project a materials certification is prepared at the end of projects and is submitted to the FHWA Division Administrator.